



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 496.2

Job Title: **COURT REPORTER**

Pay Grade: 19

### **GENERAL SUMMARY:**

Serves as the official recorder and records custodian for trials and appeals under the jurisdiction of the Municipal Courts Department.

### **RESPONSIBILITIES:**

- Provides verbatim recordings of court proceedings by means of the stenographer method, manual shorthand, closed microphone recording and/or direct recording at the Court's discretion.
- Transcribes proceedings into written form to provide official records for the court.
- Verbally translates portions of the proceedings before the court, jury and/or attorneys upon request.
- Types court records, correspondence, etc., as designated by the judge.
- Other job related duties as assigned by the supervisor.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires the ability and knowledge for analysis and interpretation of procedures, policies and practices attainable through specific education and/or training programs in a specialty or technical field. Typically this education is acquired through an Associate's degree and certification/licensing in a technical specialty program.

#### **EXPERIENCE:**

No experience is required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

#### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make fairly complex coordinated and sequenced motor movements in response to quickly changing external stimuli.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Court Reporter

*Effective Date: October 1990*

*Revised Date: July 2000*